Office Memorandum UNITED STATES GOVERNMENT

TO : Executive for A&M

DATE: 21 November 1947

FROM:

Chief, Mem gement Branch

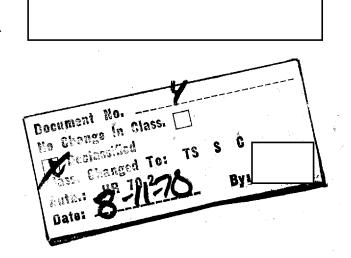
SUBJECT:

Intelligence Information Report Forms

25X1A9A

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- 1. The attached comments from 050, 00 and ORE regarding the intelligence information report forms (51-4, 51-4A and 51-4B) were elicited as the result of a memorandum written by Services Branch dated 8 October 1947 asking for office concurrences in a form proof.
- 2. The above memo was sent first to 050, consequently theirs were the only comments which you received. In your memorandum of to to Services Branch you approved certain changes suggested by 050. The comments of 00 and ORE were received in this office 19 November and 21 November respectively.
- Services Branch to accept only the changes which you approved in your memorandum of Novi and to get the forms to Remington-Rand for reproduction today. I instructed Services Branch to order a six months' supply. (We are receiving these forms without charge from Remington-Rand to compensate us for an error they made in our last order).
- 4. The forms approved for reproduction for this test period are, in my opinion, not completely satisfactory. I think we should wait about two or three months, getting the advantage of additional experience, and redraft the forms, giving consideration to the attached comments of the offices.



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25X1